

Job Description

Job Title: Instructional Supervisor,
Federal Programs

Position Code: 1E16

Job Classification: Exempt

Supervisor: Director II,
Federal Programs

Pay Grade: 44

Contract Length: 245 Days

Job Summary

Position is responsible for planning, developing, implementing, and monitoring the division's Title I reading and First Step instructional programs. Position develops the curriculum, provides staff development, and prepares and monitors the program's budget.

Essential Duties

1. Supervises and administers division wide Title I reading and First Step instructional programs; and works with the elementary education department to coordinate programs.
2. Assists in curriculum development, implementation, and revision.
3. Provides guidance in the selection of textbooks and other instructional materials and equipment for the programs.
4. Visits schools and observes classrooms on a regular basis to ensure consistency of what is taught from school to school and teacher to teacher in the Title I reading and First Step instructional programs.
5. Serves as a resource and advisor to principals and teachers regarding the Title I reading and First Step instructional programs.
6. Assists teachers in the improvement of instructional performance.
7. Indirectly supervises school based Title I reading and First Step teachers and assists school principals with evaluating them.
8. Evaluates the effectiveness of instructional methods and programs and recommends revisions and improvements as needed.
9. Assists in student identification, selection, and enrollment in the Title I reading and First Step programs; and maintains the First Step pre-school screening program.
10. Assists the human resources department with interviewing and recommending qualified candidates for Title I reading and First Step instructional positions.
11. Assists in developing and conducting division wide staff development for the Title I reading and First Step instructional staff.
12. Prepares and monitors the program's budget.
13. Coordinates meetings with specialists, department chairs, teachers, and administrators and disseminates information regarding current developments and teaching practices in the field.
14. Supervises the ordering, inventory, and distribution of materials and equipment for the Title I reading and First Step instructional program.
15. Coordinates division wide Title I reading and First Step educational activities and events such as field trips, special exhibits, and contests.
16. Serves as the central office contact and liaison with parents and the community regarding the division's Title I reading and First Step instructional programs.
17. Represents the school division in educational projects and initiatives at the local, regional, state, and national levels.
18. Develops appropriate advocacy positions/statements for Title I reading and First Step educational programs.
19. Models nondiscriminatory practices in all activities.

Other Duties

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge in elementary, pre-school, and reading education.

2. Performs any other related duties as assigned by the Director I (Federal Programs) or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master's degree and be eligible for a Virginia License in administration and supervision. Must possess considerable teaching experience that includes experience in pre-school and reading education. Some experience as a departmental head, lead teacher, or in a related instructional leadership position preferred. Must possess a comprehensive knowledge of the principles, practices, and current issues in the provision of Title I pre-school and reading educational programs. Must possess the ability to guide and train teachers in effective instructional techniques and strategies. Must possess knowledge and effective skills in textbook selection, curriculum development and budget development. Must possess the ability to establish and maintain effective working relationships with teachers, students, the community, and administrative staff.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned Staff

Supervision Received: Director I, Federal Programs

This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the director or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals: _____
Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date